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# Example of Associate, Internal Audit Job Description

Our growing company is looking for an associate, internal audit. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate, internal audit

* Work with management to support the department’s data analytics efforts by performing data gathering, analysis and reporting of results in key areas to audit department and internal clients
* Organize personal effort along with those of junior auditors to be risk-based, productive, and efficient at all times
* Ensure best practices, standards and procedures of the Company are followed in all audit operations
* Development of the annual audit plan in line with the firm's methodology
* Planning and leading audits and managing teams on small engagements
* Guiding and mentoring junior team members
* Performs audit testing for specific areas as part of the overall audit effort
* Partner with outside internal audit services provider in development and execution of our annual SOX compliance program
* Coordinate SOX compliance activities with company departments, internal audit services provider, and external auditors
* Manage the day to day relationships with external SOX and internal audit resources

## Qualifications for associate, internal audit

* Programming experience in quantitative and object oriented programming environments, Matlab, C/C++, Fortran, or SAS
* Prior experience of implementing change within the Financial Services sector, gained either within a line role or in a consulting/advisory capacity within a professional services environment
* Strong understanding of Practice management including project profitability, costing decisions, pricing proposals, estimating efforts and monitoring performance against the business plan and targets
* Coaching and training junior team members and developing future leaders
* Strong academic credentials - minimum 2.1 degree or equivalent, plus qualification from accounting body (e.g., CIMA, ACCA, ACA, CPA) with post qualification experience of at least 10
* Internal audit / IFRS / SOX experience with a Big 4 / leading consulting firm / bank / investment management firm